

Gideon Mills

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Objective: Human Resources Internship at Bosch

Education

California Polytechnic State University, San Luis Obispo, CA

Bachelor of Science, **Psychology**

Expected Graduation: June 2016

Minor: **Communication Studies**

GPA: 3.5 Dean's List, 2 quarters

Relevant Coursework:

Organizations, People, Technology, Human Resources Management, Employee Training and Development, Developmental Psychology, Social Psychology, Psychology of Personal Development, Multicultural Psychology, Nonverbal Communication, Organizational Communication, Gender and Communication

Saddleback College, Mission Viejo, CA

Associate of Science, Psychology

June 2013

Administrative Experience

Student Aide, Dean's Office

California Polytechnic State University

August 2015- Present

- Schedule and organize meetings, on-site trainings, and special events
- Assist students, parents, guardians and staff with questions about the school & its policies as well as provided tours when needed
- Catalogue paperwork and create documents and presentations for the staff as requested

Office Assistant, Century 21

San Luis Obispo

May 2014-August 2015

- Managed wide-range of office and sales support tasks, including accounts payable /accounts receivable and payroll processing
 - Coordinated calendars for three managers and two executive managers, including meetings and appointments and travel arrangements
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Additional Experience

Outreach Intern, Transitions Mental Health Association

June – September 2015

San Luis Obispo, CA

- Assisted in presentations at local high schools to reduce mental health stigma and promote wellness
 - Directed phone calls for the Crisis Hotline
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Leadership & Involvement

Secretary, Psychology Club

- Work with a team of four to plan club events including meetings, socials, and awards ceremonies
- Record minutes of all regular club meetings and board meetings and maintain records
- Conduct inventory of all Psychology Club property

Member, Communication Studies Club

September 2015- Present

Skills

Microsoft Office (Word, Excel, PowerPoint), Adobe (InDesign, Photoshop)

Conversational Spanish and French